

EMPLOYEE NAME: \_\_\_\_\_

# **DEPUTY SHERIFF**

## **JOB ANALYSIS**

### **ESSENTIAL FUNCTIONS AND REQUIRED ABILITIES**

**DOCTOR:** This form lists the essential functions and required skills and abilities of this position. Please review the required essential abilities and indicate for each one if the employee is medically or psychologically able to perform them as of the date of your exam. In the comment box, indicate any functions in which our employee has limitations. This information will be used to assess whether our employee can fully perform this job and/or if a reasonable accommodation is needed and can be provided. You must provide your objective medical rationale in the comment box for a skill or ability that you indicate the employee cannot fully perform. You may suggest an accommodation for King County to consider. Other people will determine how your answers will impact the employee's workers' compensation or LEOFF I disability status, if applicable. Specialists may require additional information to make those determinations.

**NOTE:** The following information is not intended to represent "any and all activities" of this job that could occur on a daily basis. The development of this analysis is based on information obtained from management and line workers and to the best of their knowledge is a true and correct representation of the work performed.

#### **DEFINITION OF JOB AND DISTINGUISHING CHARACTERISTICS OF WORK:**

The employee serves as a commissioned officer with powers of arrest, to enforce county and state codes and ordinances and protect the lives and property of the citizens of King County. Positions at this level perform varied law enforcement duties as commissioned officers on a 24-hour day, seven-day a week basis. Work is governed by department rules, regulations, operating procedures, and applicable federal and state law and county ordinances and requires the responsible exercise of appropriate judgment. Work is generally performed under the direction of police sergeants who act as first-line supervisors and evaluate work performance. Employee works eight or ten-hour shifts with a one-half hour lunch and two fifteen minute breaks as time allows. Shift work, including nights, weekends, and holidays may be required. Additional shifts may be available on a volunteer basis and overtime may be required on an as needed basis. Overtime may be required on an emergency basis.

IN ORDER TO QUALIFY FOR WORK AS A DEPUTY SHERIFF IN ANY ASSIGNMENT, ALL ESSENTIAL FUNCTIONS MUST BE ABLE TO BE PERFORMED WITH OR WITHOUT REASONABLE ACCOMMODATION.

#### **JOB DUTIES:**

1. PATROL DESIGNATED AREAS IN A ONE-OFFICER PATROL VEHICLE TO DETER AND DISCOVER CRIME. Work independently or in a team for on-the-scene investigation at crime scenes, assisting persons in trouble, and rendering other public safety services as needed.
2. ENFORCE APPLICABLE LAWS AND ORDINANCES.
3. RESPOND TO CITIZEN CALLS FOR ASSISTANCE AND PROVIDE EMERGENCY SERVICES. Investigate family disputes, reports of maltreatment of children, and complaints about mentally ill persons, including taking principals into custody or referring them to appropriate agencies, such as juvenile and medical authorities. Respond to disaster or civil disturbances, such as labor disputes, marches, riots, special events, etc.
4. USE COMMUNITY POLICING AND PROBLEM SOLVING TOOLS TO SOLVE CHRONIC PROBLEMS. Participate in community policing activities, interact appropriately with the public and serve as a resource to the community.
5. ISSUE CITATIONS, SERVE WARRANTS OF ARREST, AND ARREST PERSONS CHARGED WITH FELONY AND MISDEMEANOR CHARGES. Make arrests, carry out mandates of the court, or otherwise ensure the safety of self or others, which may require the use of force, including deadly force. Issue citations, serve Warrants of Arrest and arrest persons on misdemeanor and felony charges,

including handcuffing, searching arrested persons, securing their property, and transporting prisoners to jail. Operate firearms, handcuffs and other restraint devices, chemical and impact weapons, BAC verifier (breathalyzer), radar, police belt, pepper spray and baton.

6. INVESTIGATE ACCIDENTS AND ASSIST MOTORISTS AND PEDESTRIANS. Respond to accident scenes, summoning other patrol units for assistance or aid cars for treating the injured, controlling the scene, interviewing principals and witnesses, making general drawings of accident scenes, and completing standard accident reports. Operate photographic equipment and crime scene processing equipment.
7. INVESTIGATES CRIMES, WRITE INCIDENT REPORTS, AND TESTIFY IN COURTS OF LAW. Respond to reports of possible crime and take action as the situation requires including securing the scene, interviewing victims and witnesses, gathering evidence, completing incident and arrest reports, investigating persons suspected of being engaged in crime, securing evidence pertaining to alleged crime, and arresting suspects. Listen and respond to two-way radio. Testify in court including presenting facts and observations accurately and objectively and attesting to chain-of-custody in evidence handling. Complete necessary reports and forms by handwriting and data entry concerning alleged crime, circumstances of arrest, and available evidence and witnesses. Operate computer access terminals and personal computer. Perform administrative work.

### ESSENTIAL FUNCTIONS:

NOTE: Some essential functions may not apply to the current exam. Address only the categories that apply and mark "Not Applicable" for those that do not.

Physical/Cognitive/Sensory Abilities Required <i>Seldom = 1-10%; Occasionally = 11-33%; Frequently = 34-66%; Continually = 67-100%</i>	Able to Fully Perform At This Time	Comments - Restrictions must be stated in objective measurable terms. Use medical rationale to justify restriction but do not state the diagnosis.
<b>Cognitive/Interpersonal</b>		
1. Continually read and interpret written information. Successfully complete curriculum and performance requirements of law enforcement academy. Understand abstract concepts. Remember State/County laws and policies as well as approved techniques for defense.	Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable: <input type="checkbox"/>	
2. Continually follow complex verbal or written instructions without memory aid. Follow investigative techniques and procedures. Apply abstract concepts to work. Apply State/County laws and policies as well as approved techniques for defense.	Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable: <input type="checkbox"/>	
3. Continually make generalizations or decisions based upon knowledge of the duties, powers, limitations and responsibilities of the King County Sheriff's Office. Use logic to understand complex principles or tasks. Make judgments based on reason that affect the lives of self and others. Solve complex problems independently by applying logic and creativity to a wide variety of crime-related situations. Integrate the knowledge and skills required for the job tasks. Act with forethought and awareness of consequences while on patrol. Evaluate situations and determine enforcement method that may include the proper use of force and/or equipment.	Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable: <input type="checkbox"/>	
4. Continually independently plan, initiate and follow through on a task or project. Coordinate with other officers at crime scene. Have good organizational skills to recognize errors in work and self-correct. Perform tasks according to a schedule. Pace self in accordance with assigned tasks with their varying stringent deadlines.	Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable: <input type="checkbox"/>	
5. Continually on an intermittent basis, perform effectively under stress. Handle multiple activities and perform multiple tasks simultaneously. Stay on task, filter out distractions, tolerate frequent interruptions, and respond quickly and effectively to changes in the work setting including multiple priorities, constantly changing priorities and working conditions. Frequencies of task performance may be greatly intensified in an emergency type	Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable: <input type="checkbox"/>	

<b>Physical/Cognitive/Sensory Abilities Required</b> <i>Seldom = 1-10%; Occasionally = 11-33%;  Frequently = 34-66%; Continually = 67-100%</i>	<b>Able to Fully Perform At This Time</b>	<b>Comments - Restrictions must be stated in objective measurable terms. Use medical rationale to justify restriction but do not state the diagnosis.</b>
situation to unknown or unanticipated limits. Maintain attention and concentration for extended periods of time to perform under stress when confronted with emergency, critical, unusual or dangerous situations or situations in which working speed and sustained attention are a make-or-break aspect of the job, such as contact with violent or irrational individuals, motor vehicle accidents, abuse, injury and death. Determine proper course of action in response to actual and potential dangers. Identify and respond to unpredictable behavior from suspects.		
6. Occasionally to frequently organize and convey thoughts, ideas and concepts orally to others on a one-to-one basis, in department or community meetings, or when testifying in court. Verbally explain codes, statutes and ordinances. Give public presentations, perform mediation, outreach, and resource referral and serve as a sounding board for community as a liaison between community and department. Ability to understand community concerns and learn about the core issues and questions to be addressed.	Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable: <input type="checkbox"/>	
7. Occasionally to frequently write ideas clearly and grammatically, in organized, chronological format, with appropriate level of detail. Perform word processing data entry/retrieval (processing of reports and forms).	Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable: <input type="checkbox"/>	
8. Continually influence others and communicate effectively with people displaying a wide range of emotions and behaviors. Integrate non-verbal communication; recognize and respond to feelings and needs of others; and exercise appropriate social judgment, including utilizing objectivity and tact. Establish authority through social interaction skills.	Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable: <input type="checkbox"/>	
9. Frequently to continually understand and interact effectively with people of different ages, genders, attitudes, physical and mental conditions, beliefs, and cultural, socioeconomic and educational backgrounds. Interview victims, witnesses and suspects.	Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable: <input type="checkbox"/>	
10. Continually accept direct supervision (may include receiving instructions, teaching, coaching and/or constructive action/discipline). Act as team player.	Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable: <input type="checkbox"/>	
<b>Work Hours and Attendance</b>		
11. Continually be able to work assigned full time shifts. Night, weekend and holiday work may be required. Able to work overtime beyond the normal scheduled shift as directed.	Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable: <input type="checkbox"/>	
12. Continually have predictable and reliable attendance.	Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable: <input type="checkbox"/>	
13. Continually be punctual within customary tolerances.	Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable: <input type="checkbox"/>	
<b>Physical</b>		
14. Effectively use objects of force on a seldom basis: firearm, nightstick, mace, pepper spray, handcuffs.	Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable: <input type="checkbox"/>	
15. Properly use personal protective equipment on a seldom to occasional basis, including but not limited to, road flares, gas masks, as well as other personal protective equipment that will assist the deputy in his/her law enforcement function or to enhance safety. Continually use other equipment including but not limited to: police radio, photographic equipment, crime scene processing equipment, BAC verifier (breathalyzer), first aid equipment, radar, police belt and bullet proof vest as required on the job assignment,	Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable: <input type="checkbox"/>	

<b>Physical/Cognitive/Sensory Abilities Required</b> <i>Seldom = 1-10%; Occasionally = 11-33%;  Frequently = 34-66%; Continually = 67-100%</i>	<b>Able to Fully Perform At This Time</b>	<b>Comments</b> - Restrictions must be stated in objective measurable terms. Use medical rationale to justify restriction but do not state the diagnosis.
as well as other personal protective equipment that will assist the deputy in his/her law enforcement function or to enhance safety.		
16. Perform intense physical activity on a seldom basis: could include running and apprehending suspects; Exert significant physical force and use agility to apprehend or restrain non-cooperative subjects (4-point restraint and self-defense tactics) after extensive physical activity or non activity.	Yes <input type="checkbox"/> No <input type="checkbox"/>  Not Applicable: <input type="checkbox"/>	
17. Write/Use keyboard: Write or print legibly on paper and/or perform data entry/retrieval on a personal computer while in car or at table/desk occasionally to frequently.	Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable: <input type="checkbox"/>	
18. Stand: Varies depending on work assignment up to continually throughout a shift with or without interruptions on any conceivable surface.	Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable: <input type="checkbox"/>	
19. Walk: Varies depending on work assignment throughout a shift with or without interruptions on any conceivable surface on an occasional to frequent basis.	Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable: <input type="checkbox"/>	
20. Sit: In car or office, frequently sit while wearing a bulletproof vest and complete gun belt with attachments, weighing 12-15 pounds: up to entire shift.	Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable: <input type="checkbox"/>	
21. Lift/carry/move: Up to 10 lb. frequently; up to 50 lb. occasionally.	Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable: <input type="checkbox"/>	
22. Push, Pull or Drag: seldom up to 150 lbs. for a distance of up to 20', uninterrupted, with or without assistance.	Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable: <input type="checkbox"/>	
23. Drive a vehicle: May involve riding on rough surfaces or with vibration intermittently on a frequent basis responding to or assisting with emergencies frequently involves sudden jerks and speed and/or directional changes.	Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable: <input type="checkbox"/>	
24. Motions performed intermittently: <u>Continually</u> handle, finger and use foot controls, and grasp. <u>Frequently</u> reach at all levels, writing reports and forms for data entry and retrieval, use repetitive arm, shoulder, foot and leg movements to operate police vehicle. <u>Occasionally</u> climb/descend, stoop, bend, balance, crouch, reach, squat, twist, kneel, crawl and use physical restraint. <u>Seldom</u> shoot a gun.	Yes <input type="checkbox"/> No <input type="checkbox"/>  Not Applicable: <input type="checkbox"/>	
<b>Sensory Abilities</b>		
25. See: Continually have visual acuity required to patrol and visually scan designated area with various light and visibility levels while maintaining public and officer safety; read codes, policies, maps, etc. write citations, reports, etc., operate vehicles. (Officer must meet department minimum vision requirements at time of hire and maintain, with or without corrective lenses, the visual acuity to perform the essential functions of the job. Must meet WSDL minimum requirements at DOL renewal periods.)	Yes <input type="checkbox"/> No <input type="checkbox"/>  Not Applicable: <input type="checkbox"/>	
26. Hear: Continually have auditory acuity required to listen, differentiate sounds and communicate in person, over radio, and by telephone with or without a hearing aid. (Interviews of subjects, gathering information, etc.) Officer must meet department minimum hearing requirements at time of hire and maintain ability to hear with background noises.	Yes <input type="checkbox"/> No <input type="checkbox"/>  Not Applicable: <input type="checkbox"/>	
27. Speech: talk with the public, dispatchers, supervisors, co-workers in person, on the radio, by phone and/or email others to communicate effectively in English.	Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable: <input type="checkbox"/>	

<b>Physical/Cognitive/Sensory Abilities Required</b> <i>Seldom = 1-10%; Occasionally = 11-33%;</i> <i>Frequently = 34-66%; Continually = 67-100%</i>	<b>Able to Fully Perform At This Time</b>	<b>Comments</b> - Restrictions must be stated in objective measurable terms. Use medical rationale to justify restriction but do not state the diagnosis.
<b>Environmental Exposures</b>  28. Occasionally to frequently, the employee may encounter environmental exposures while on duty indoors, in vehicle or outside: Work in all atmospheric conditions such as rain, hail or snow. Work in disaster conditions such as fire, flood or water rescue. Work in high exposed places such as an access rooftop, tree, fence, etc. during foot pursuit, rescue or surveillance operations. Work around dust, exhaust, smoke, drugs, contagious diseases and bleeding subjects; with chemicals or hazardous materials. Exposure to loud to very loud noises as from traffic, emergency sirens, gunfire, and explosions or shouting subjects. Exposure to explosions, high voltage electrical lines and moving traffic.	Yes <input type="checkbox"/> No <input type="checkbox"/>  Not Applicable: <input type="checkbox"/>	

### **SPECIALTY ASSIGNMENTS:**

In order to remain in or move into a specialty assignment, additional physical, cognitive and sensory abilities may need to be performed with or without reasonable accommodation. Deputy Sheriff's may voluntarily request a specialty assignment although temporary assignments may be on a mandatory basis due to business need. Specialty assignments may include: Marine, SWAT, Bombs, Criminal Investigations Department (Major Crimes Unit), Major Accident Reconstruction and Response, Vice/Narcotics, Criminal Intelligence Unit, Street Crimes, Store Front Officer, Motorcycles, Civil Unit, Property Management, Mountain Bike or Bicycle, Air Support, K-9, Training, Demonstration Management Team, METRO Anti Crime Team and Air Rescue Fire Fighting (ARFF).

Specific tasks required for the current specialty assignment for this employee include:

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**DPOSITION: DEPUTY SHERIFF**

**EMPLOYEE NAME:**

**Upon review of the essential functions and abilities required for this position:**

**RELEASE INFORMATION (DOCTOR: Please Choose One)**

- ☐ As of \_\_\_\_\_ (Date), the employee is medically released to fully perform the essential functions of this position on a reasonably continuous basis.
- ☐ As of \_\_\_\_\_ (Date), the employee is medically released to perform the essential functions of this position on a reasonably continuous basis but has restrictions as stated on the job analysis, which may need to be accommodated.
- ☐ As of \_\_\_\_\_ (Date), the employee is not medically released to perform the essential functions of this position on a reasonably continuous basis.
- ☐ As of \_\_\_\_\_ (Date), the employee is permanently unable to perform  
☐ this job ☐ any work on a reasonably continuous basis as a result of his/her medical condition

*Additional information the employer should consider regarding this employee:*

**RESTRICTION INFORMATION (DOCTOR: Please Choose One)**

The release information described above concerns restrictions as follows:

- ☐ There are no restrictions.
- ☐ The restrictions are temporary. My prognosis at this time is for these restrictions to be in effect at least through \_\_\_\_\_ (Date).
- ☐ The restrictions are permanent.

*Comments:*

**Physicians name:** \_\_\_\_\_ **Phone number** \_\_\_\_\_  
(Please print)

**Physicians signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_